General Information

*Business Purpose Attend Meetings

*Description Meeting

Destination Location

Accounting Defaults

Reference

Next, enter your Expenses. First, enter a line for Full Day employee meal per diem. Enter the following information on the Expense line:

    d.   *Date

    e.   For *Expense Type, select **Emp Meals　Full Day**. The system will populate the full per diem amount for the Destination Location you entered on the Expense Report header.

        o   Additional full day expense types available:

            • **Interntl Emp Meals　Full Day**

            • **Recruiting Emp Meals　Full Day**
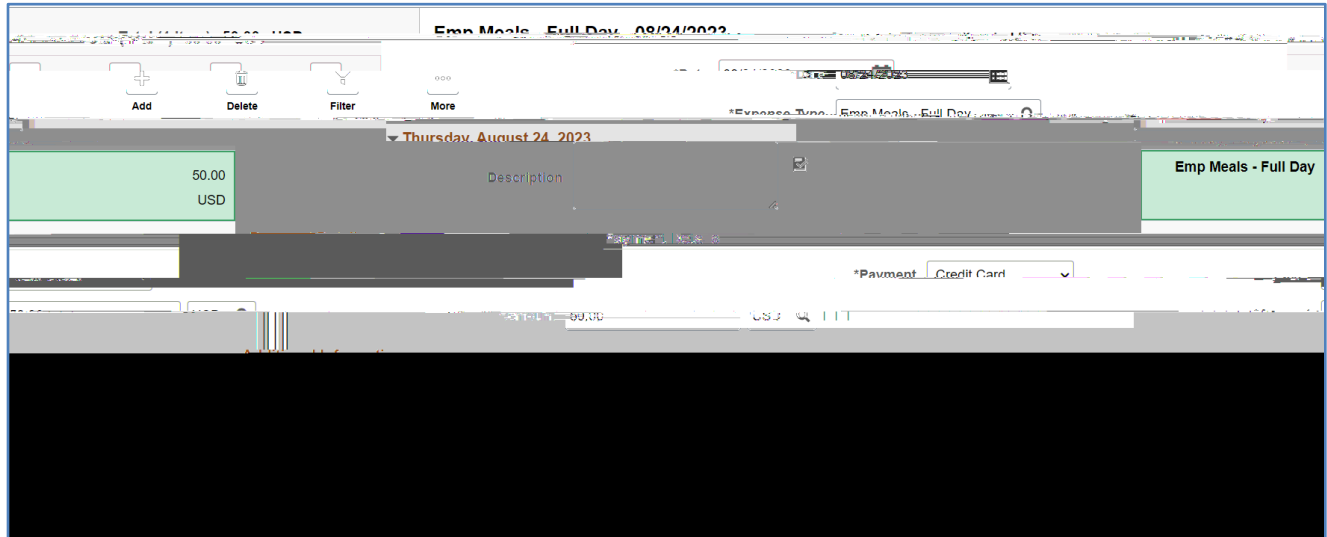
    f.   Select a *Payment Type.
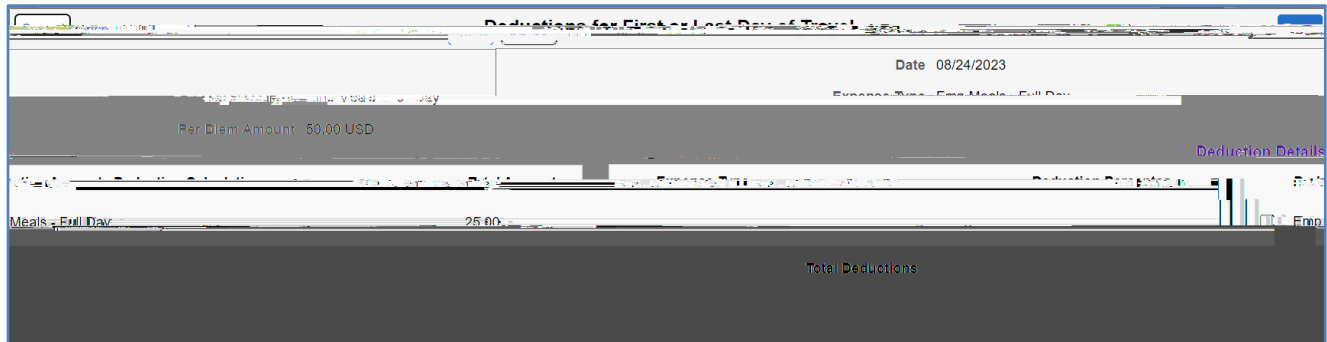
3. Now apply the First or Last Day of Travel deduction to reduce the line to 75% to meet the State of Georgia travel policy requirement.

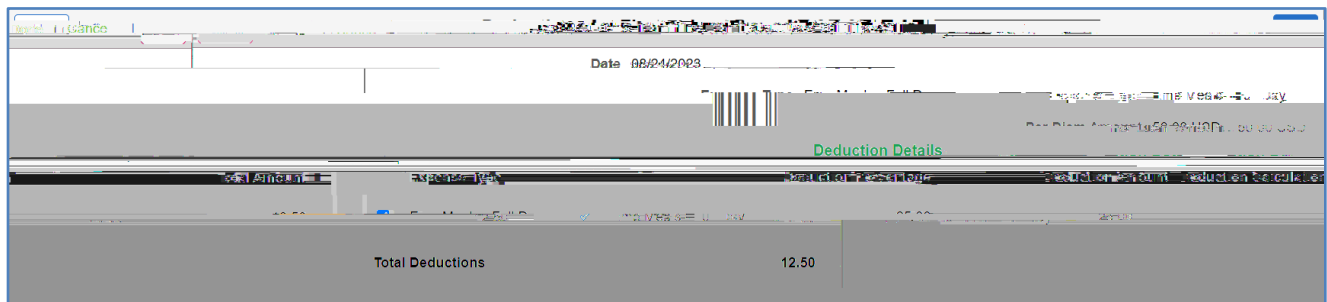   a. Click the First or Last Day of Travel link

   b. The Per Diem Info window will display.

   c. Check the Deduction Flag.

d. Click Done.
e. The Amount will update to reflect 75% of the full   per diem.

4. Add another line with the same *Date by clicking the add button as show below; then complete the following information:

a. Select the *Expense Type for the meal that was provided. For this example, we will

en-US

Classic Navigation

1. Navigate to **Employee-Self Service > Travel and Expenses > Expense Report > Create**


2. Enter the following information on the Expense Report header:

   a. *Business Purpose
   b. *Report Description
   c. Destination Location

3. Next, enter your Expenses. First, enter a line for Full Day employee meal per diem. Enter the following information on the Expense line:

   a. *Date
   b. For *Expense Type, select **Emp Meals   Full Day**. The system will populate the full per diem amount for the Destination Location you entered on the Expense Report header.
      o Additional full day expense types available:
         - **Interntl Emp Meals   Full Day**
         - **Recruiting Emp Meals   Full Day**
   c. Select a *Payment Type.
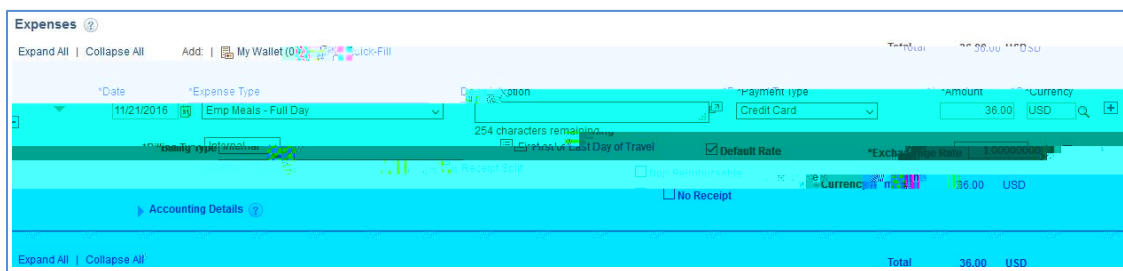
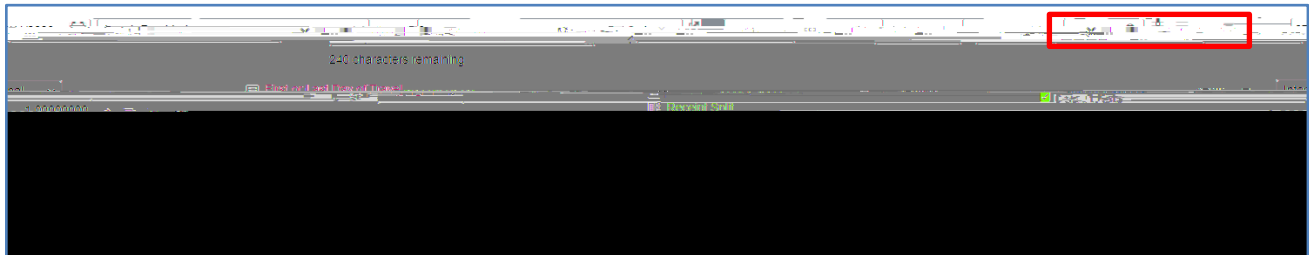
4. Now apply the First or Last Day of Travel deduction to reduce the line to 75% to meet the State of Georgia travel policy requirement.
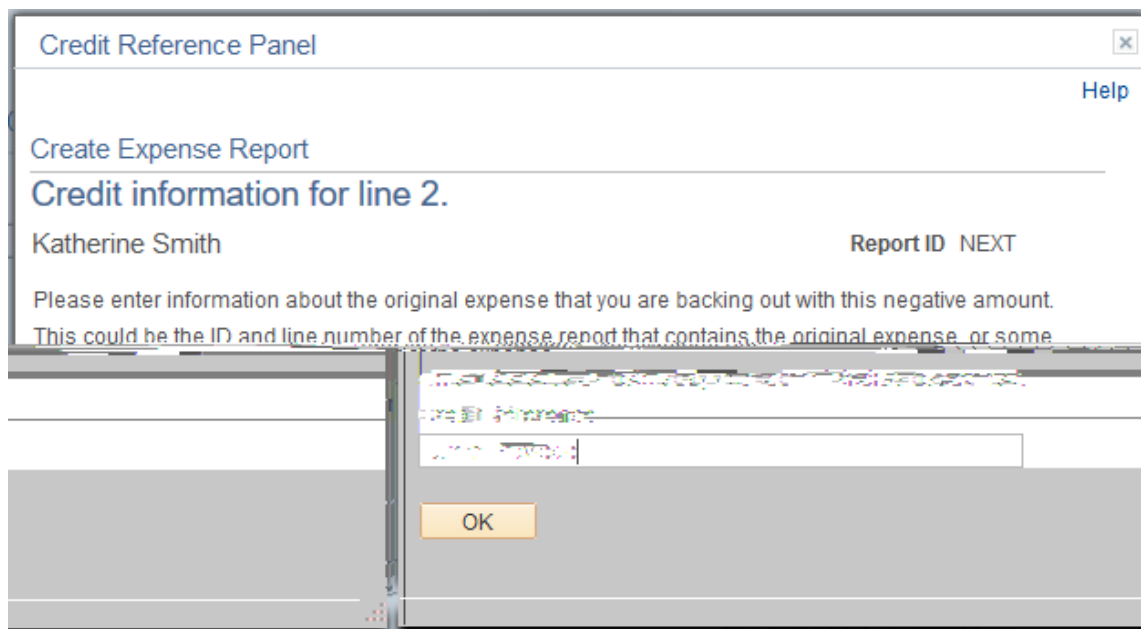   a. Click the First or Last Day of Travel link.

Job Aid: Entering Meals for First or Last Day of Travel when Meal(s) Provided
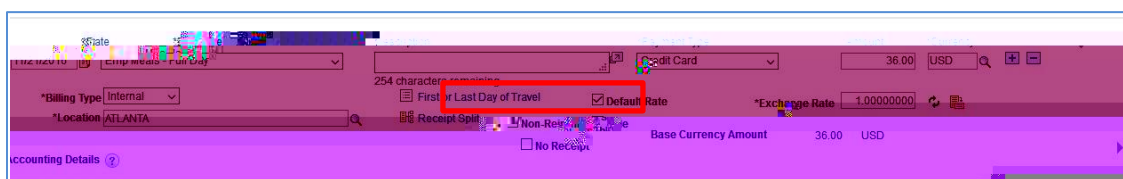
c. Select a *Payment Type.
d. The amount will automatically be set as a negative value (-14.00).

6. When you tab out of the Amount field, the system will prompt for Credit information.

7. A window will display containing Payment type/credit info. The contents are for informational purposes only. Click Return.
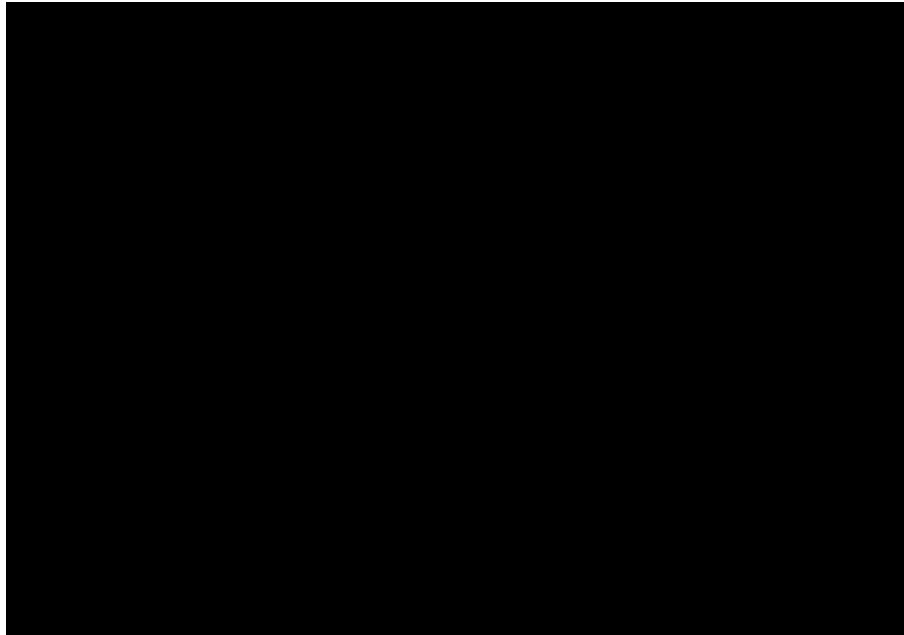
8. The total reimbursable amount on the Expense Report should now be reduced to account for the credit line you entered for the meal provided.